



Mayor Shaunna O'Connell

**TAUNTON'S RENT REBATE PROGRAM
APPLICANT GUIDELINES**

PROGRAM PURPOSE:

The Rent Rebate Program is designed to help facilitate the establishment of small businesses within the Downtown, the Weir, and Whittenton business districts. The program allows the City of Taunton's Office of Economic and Community Development (OECD) to provide rental assistance that is intended to help small businesses locating into **vacant** storefronts that have a minimum of 750 sq. ft. of area during the first two years of operation by reducing the cost of overhead expenses. The rental space must be vacant for a minimum of six months for eligibility.

PROGRAM BENEFITS:

The Rent Rebate Program provides commercial rent subsidies for a two year period. The maximum total subsidy per business is \$6,000 the first year and \$3,000 the second year, divided into equal monthly payments. This is a reimbursement program and documented rent payments will be reimbursed on a monthly basis.

DESIGNATED AREA and LOCATION:

Eligible businesses must locate in currently vacant storefronts within the designated areas in the Downtown, the Weir and Whittenton business districts. The map included as part of these guidelines will serve as the official boundaries for program eligibility.

ELIGIBLE BUSINESSES AND CONDITIONS:

Businesses eligible for this program must be "for profit" businesses new to the Downtown, the Weir, and Whittenton. Businesses moving from one location to another within a rent rebate district are not eligible.

The applicant business must have an executed multi-year (2 year minimum) lease with an acceptable market or below market monthly lease rate. Occupancy must occur within 30 days of application approval, unless otherwise authorized in writing by OECD.

The rental space must be in compliance with all federal, state and local building, fire, health, and zoning codes and regulations.

Payments will cease if tenant discontinues the business, moves the business, purchases the building, or fails to comply with any and all building, fire, health or zoning codes or regulations applicable to the business.

The landlord must be current in all municipality applied taxes, utility bills, or loans. Payments will cease if the landlord fails to be current with payments for property taxes, water and sewer bills, assessments, or city sponsored loan programs.

The rent charged by the landlord for the new tenant cannot be higher than the previous rent charged unless more than one year has elapsed since the space was occupied and the landlord can demonstrate that the new rent is the market rent.

The landlord cannot be the Tenant/Applicant.

SELECTION CRITERIA:

The Rent Rebate Program is intended to target and recruit new businesses that provide a significant enhancement to the Downtown, the Weir, and Whittenton Business Districts. Applicants for the Rent Rebate Program will be evaluated by the City's Office of Economic and Community Development staff on the following criteria:

- Degree to which the business provides an economic and added value to the Downtown, the Weir, and Whittenton Business Districts.
- The business compliments other businesses in the respective district.
- Potential long-term viability
- Hours of operation
- Investment of business owner
- Jobs created
- Extent of customer base
- Square footage of rental space

All applications for the Rent Rebate Program will be considered on the degree to which they meet the selection criteria and on the **availability of program funds**. Funding is available on applications that are **complete** in meeting all criteria and on a "first come-first serve" basis. OECD reserves the sole authority to approve or disapprove applications based on what it views to be in the best interest of the City.

For further information contact the City of Taunton's Office of Economic and Community Development at 15 Summer Street Taunton, Massachusetts 02780, (508) 821-1030.

Date Received in OECD _____

**City of Taunton
Rent Rebate Program
Part A – Business Owner Application**

Instructions:

Complete all items carefully and accurately to the best of your knowledge and return to:

Office of Economic and Community Development
15 Summer Street, Room 302
Taunton, MA 02780

1. Applicant and Property Owner Information

Applicant Name (Business Owner) _____

Applicant Mailing Address _____

Telephone Numbers _____

E-Mail _____

Property Owner(s) Name _____

Property Owners Mailing Address _____

Telephone Numbers _____

E-mail _____

2. Business and Financial Information

Name of Business _____

Business Website Address _____

Business Street Address _____

Name of Contact Person _____

Position Title _____

Phone & E-mail _____

Type of Business (Check all that apply)

- % Sole Proprietorship
- % LLC-Limited Liability Co.
- % Partnership No. of Partners _____
- % Cooperative
- % Start-UP
- % Expansion of Existing (additional site)
- % Take Over of an Existing Business and Relocation to this Site
- % Other _____

Do you have previous experience running a business? % Yes % No

Was your business previously located in Taunton? % Yes % No

If **Yes**, where was the business located, How long were you there and what were the reasons for the move?

Type of Products or Services _____

Days and Hours of Operation:

Days Open _____

Hours Open _____

Employment Data:

Full Time Staff (Include self) _____

Part Time Staff _____

Casual _____

Business Owner's Investment Data:

Space Improvements \$ _____

Equipment & Display \$ _____

Product Stock (For Opening) \$ _____

Marketing (First 6 Months) \$ _____

Sources of Funding:

Total Estimated Cost to Open \$ _____

Funds Invested by Owner \$ _____

Other Sources of Funding \$ _____

Name of other financing sources and amounts (e.g. Citizens Bank - \$35,000)

Total amount of Square Feet occupied and leased by business _____ Sq. Ft.

Term of Lease: _____ yrs.

Term Options: % Yes _____ yrs. % No

Rental Rate: \$ _____ Per Month \$ _____ Per Square Foot

Identify other Monthly Charges: _____

Indicate any rate increase: _____

Explain how your business will benefit and enhance the area in which you are locating and how your business will complement other business within the area:

3. Lease

A signed copy of the lease is required with this application. (Please note that OECD will grant a conditional, pre-approval letter for a period of 15 days, contingent upon final execution of an acceptable lease).

4. Certification

The undersigned certifies that the above information provided herein is true and accurate.

Printed Name of Principal Owner

Signature

Date

Date Received in OECD _____

**City of Taunton
Rent Rebate Program
Part B – Property Owner/Landlord Application**

Instructions:

Complete all items carefully and accurately to the best of your knowledge and return to:

Office of Economic and Community Development
15 Summer Street
Taunton, MA 02780

1. Property Owner/Landlord Information

Property Owner(s)/Landlord's Name _____

Property Owners Mailing Address _____

Telephone Numbers _____

E-mail _____

Name of Business _____

Business Owner's Name _____

Business Address (Leased premises) _____

Does the business owner or the business have any relationship to the property owner/landlord? No Yes, Please explain

2. Site & Lease Information

Total amount of Square Feet occupied and leased by business _____ Sq. Ft.

Term of Lease: _____ yrs.

Term Options: Yes _____ yrs. No

Rental Rate: \$ _____ Per Month \$ _____ Per Square Foot

Identify other Monthly Charges: _____

Indicate any rate increase: _____

Is the subject space currently vacant? Yes No
How long has the space been vacant? _____ months
Name of Previous Tenant: _____
Previous rental rate: \$ _____ Per Month \$ _____ Per Square Foot

Explain how your business will benefit and enhance the area in which you are locating and how your business will complement other business within the area:

3. Certifications

Are all real estate and personal property taxes due the City of Taunton paid in full?

Subject Property: Yes No (Please explain on supplemental sheet)

Other Properties: Yes No N/A

Are all Taunton water and sewer bills due paid in full?

Subject Property: Yes No (Please explain on supplemental sheet)

Other Properties: Yes No N/A

Are all Business Improvement District (BID) fees paid to date (if applicable)?

Subject Property: Yes No (Please explain on supplemental sheet)

Other Properties: Yes No N/A

Are you involved in any litigation with the City of Taunton?

Subject Property: Yes No (Please explain on supplemental sheet)

Other Properties: Yes No N/A

Is the property in compliance with all applicable City Building Codes and Zoning Requirements?

Subject Property: Yes No (Please explain on supplemental sheet)

Other Properties: Yes No N/A

Notices: If the business owner is approved for this program, authorized payment will be made directly to the landlord and to the landlord's address identified on the lease. Please submit a copy of the signed lease with this application.

The undersigned certifies that the above information provided herein is true and accurate.

Printed Name of Property Owner

Signature

Date